**Meetings between Directors, UG Programme Leaders and Associate Dean (Education) 2017/18**

A meeting involving each UG Programme Leader/Director took place in 2017/18. Discussion points:

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| **Semester 1**   * NSS outcomes * Retention * Final-year module evaluation * Application and conversion data * Programme Team meetings * Emerging issues/actions * Learning Enhancement items | **Semester 2**   * Open/Applicant days * Staff for clearing * Induction * Delivery issues/Staff availability * Programme Team meetings * Delivery issues/Staff availability * Learning Enhancement items |

**Selected outcomes**

***NSS***

* Mixed success with lunches: one-off events not advised.
* Faculty Nexus tablets helped to boost response rates.
* MPharm issues with new fourth year were anticipated (Dec 2017).
* NSS Mirror survey via Meetoo used: facilitates expectation management

***Programme cohesion***

* Refresher/Get-together lunches/welcome-back parties for students, esp. level 6, after Summer/Winter breaks.
* Christmas quiz evening.

***Other***

* Noted increased ‘aggression’ from UoL wrt recruitment.
* Noted teething issues with poor information wrt ‘Study Abroad’ students and poor support from Erasmus office
* Progress letters being made available to Personal Tutors was welcomed.

**Delivery issues/Staff availability**

* Discussed with Directors during meetings and not recorded here.

**Internal signage**

This was raised as an issue in meetings. Oriel Studios <http://www.orielstudios.co.uk/> have installed wall signs for the Department of Computing and these cost ~£400 two signs. Wall signs are made of stickers and an example is shown below. Directors should be approached in the first instance.



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| **Suggested areas for development** | **Action\*** | **Progress** | **Done?** | |
| Review PDT schedule and confirm memberships. Meetings after Sem 1 and Sem 2 exam results proposed. SMT-PDT links made clearer. External examiner reports to be added as agenda item. | ADE/HoFO to discuss | [Revised schedule](http://wowie.ljmu.ac.uk/FacultyLTA/resources/PDT%20schedule.docx) developed based on feedback. Agreed at June 2019 UG Programme Leader away day | | Y |
| Share examples of open days, applicant days, and insight activities and identify distinctions. Guidance for student helpers on recruitment events. | ADE and TS/NP | Content to be developed for December 2018 and placed on [UG PL Resource area](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/UG%20Programme%20Leader%20resources.htm) | | Y |
| Programme Leader training to be scheduled outside of teaching weeks | TLA via ADE | Advanced to TLA and was discussed at a planning meeting. | | Y |
| Provision of Panopto-compatible mobile microphones | TLA via ADE | Now available in some rooms: CBLT, UPJLT, Marybone and Byrom St Lectures Theatres BS/301-305. | | Y |
| Video recording policy: needs to identify each stakeholder and their responsibilities and limitations. | TLA via ADE | LJMU Educational Video and Audio Recording Policy reviewed May 2019 and affirmed that it applies to staff recordings only. Student recordings and associated issues fall within code of conduct. | | Y |
| Guidance requested over consistency in Canvas module organisation. | TLA via ADE | Nick Adamson (TLA) is running a project on this and welcomes contact from PLs [N.Adamson@ljmu.ac.uk](mailto:N.Adamson@ljmu.ac.uk) | | Y |
| Seedcorn funding for LTA technologies e.g. infographics software | TLA via ADE | The Faculty now has a limited budget (£5K pa) to support activities like this. | | Y |
| New staff to have enhanced opportunities for teaching observation. | ADE | [Walkabout Week](http://wowie.ljmu.ac.uk/FacultyLTA/goodpracticesharing/walkaboutweek.docx) introduced. | | Y |
| Crime Scene House timetabling/access. | ADE | Not an issue at present (Spring 2019), but is being monitored. | | Y |
| Enhanced internal signage for programmes requested. | ADE | See notes above. | | Y |
| Collect examples of generic induction activities for sharing. | ADE | Space reserved on [UG PL Resource area](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/UG%20Programme%20Leader%20resources.htm) to be populated as material is submitted | | Y |
| AA Yellow road signs for open days (UoL had these, we did not) | Marketing via ADE | Raised at recruitment policy panel 8th October 2018 and assured this would not happen again. | | Y |
| Within existing academic framework: Explore possibility of compulsory attendance for some assessed events e.g. field work, and arrangements for alternative assessments/extensions in these cases. A problem arises as alternative assessments/extensions would have to include the same activity. | Registry via ADE | Explored informally with LJMU Academic Registrar but no workaround within the existing framework was possible. Raised formally with University, through Education Committee but no appetite for amendments to framework given our diverse student body. | | Y |

Phil Denton, ADE 24/06/19